

CITY OF CABOT

Job Description

Job Title: Equipment Operator

Newest Revision: July 26, 2013

Department: Street

Reports To: Street Superintendent

FLSA Status: Non-Exempt

Supervisory Responsibilities:

Salary Survey Reference: Street Equipment Operator

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible

Job Summary: Operates all City trucks and equipment such as backhoe, track hoe, bull dozer and other heavy equipment and performs labor in the repair and maintenance of City streets and drainage areas.

Disclaimer: This position requires the operator to be involved in both street and drainage projects and repair. The employee understands that an increased workload in either street or drainage, does not reflect punishment or unfairness, but is an essential part of the job.

Essential Duties and Responsibilities:

- 1) Operates all City trucks and heavy equipment in a safe and courteous manner while transporting materials, fellow employees, and maintaining and/or constructing streets, ditches or other Public Works projects.
- 2) Performs routine and preventative maintenance on all types of City vehicles and equipment.
- 3) Uses hand tools to clean ditches, load materials onto trucks, dig materials from street areas being repaired and unload and spread repair materials.
- 4) Operates hand and tractor mounted mowing equipment to cut grass or brush from ditches.
- 5) Handles construction projects by setting and picking up barricades, lane cones, warning signs, and directs traffic in and out of construction zone as needed.
- 6) Maintains direct contact with supervisors of utility lines and other unusual features of areas before beginning any projects or excavations.

- 7) Accepts “on-call” duties and must be available during nights, weekends, and/or holidays; also must answer City issued cell phones at all times.
- 8) All other duties as assigned.

Minimum Qualifications:

- 1) Possess a high school diploma or equivalent (GED).
- 2) MUST possess and maintain a valid Class A CDL Arkansas Driver’s License before and during employment.
- 3) A minimum of one-year experience working with heavy equipment.

Additional Knowledge, Skills, or Abilities Needed:

- 1) Knowledge of City safety policies and procedures.
- 2) Knowledge of tools and street equipment.
- 3) Skill in working with employees and dealing with volunteers and citizens.
- 4) Ability to consistently display a professional attitude, appearance in approach to job, and handle enthusiasm as needed and properly.
- 5) Ability to consistently meet deadlines and complete assignments within specified time frames and use time and resources effectively to meet goals and complete assignment quickly and efficiently.
- 6) Ability to operate a two-way radio and phone in a lawful and courteous manner.
- 7) Ability to perform work from verbal and written instructions.

Physical Requirements:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling, loading, or carrying 15 pounds	x	
Work involves lifting, pushing, pulling, loading, or carrying 75 pounds or more	x	
Work involves earth moving equipment or commercial motor vehicles	x	
Work involves the operation of non-commercial vehicles	x	
Work involves the operation of motorized equipment	x	
Work involves bending, twisting, or reaching out in different positions	x	
Work involves climbing up or atop structures	x	
Work involves crawling or being in confined spaces	x	
Work involves being outside or exposed to extreme high or low temperatures over a long period of time	x	
Work involves running or jumping		x
Work requires distance vision (20 feet or more)	x	
Work involves being able to detect colors	x	
Work involves being able to distinctly hear or detect sounds and understand conversation through voice	x	
Work involves typing on the computer for an extended period of time		x
Work involves staring at a computer screen for an extended period of time		x
Work involves long periods of sitting or standing without break	x	

Employee Name (Print/Sign/Date)

Supervisor Name (Print/Sign/Date)

Human Resources Director (Print/Sign/Date)